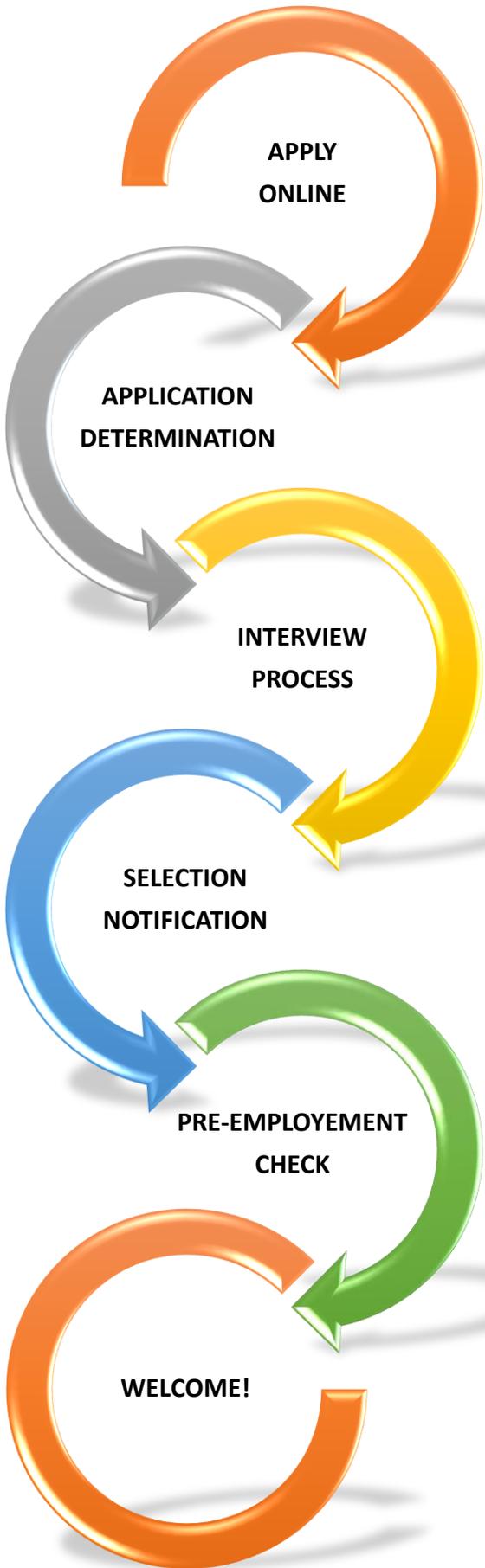


CIVIL SERVICE RECRUITMENT LIFE CYCLE (TYPICAL)



Create a candidate profile and apply via the [City's online eRecruit system](#). Review job description details and apply for roles that align with your qualifications.

Note: If you already created a candidate profile on [GovernmentJobs.com](#) with another agency, you do not need to create a new account. Your existing username and password, as well as your saved profile, can be used to access our system.

All applications are evaluated by the DHR Office of Recruitment based on overall requested minimum qualifications, experience, education, and skills on each position announcement. If you meet all of the required minimum qualifications, your name will be added to the eligibility list and will remain listed for six months.

Agencies that receive an eligibility list will notify and invite candidates they select for an interview directly.

Departments within the City will schedule interviews as openings occur. You may be contacted for an interview via email/mail when your name is reached on the eligibility list. If you are not contacted and/or selected during the life of the eligibility list, you will need to reapply when the position is posted to remain on an active eligibility list.

As a condition of employment, you will be required to successfully complete a pre-employment drug screening test and you may be required to have a background check. Your recruiter will provide clarification on requirements, as not all positions require background checks.

Once your offer letter is signed and all applicable pre-employment checks are completed, your Human Resource representative will explain next steps.